

Form I-17 Tutorial: Audio

Chapter One: Introduction

Schools that wish to enroll F or M students must file the Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student" and receive certification from the Department of Homeland Security (DHS).

DHS has delegated the school certification process to U.S. Immigration and Customs Enforcement (ICE), and ICE has assigned this responsibility to the Student and Exchange Visitor Program (SEVP).

This tutorial will help school officials who wish to enroll F or M students file the Form I-17.

<<PAUSE>>

SEVP certification authorizes a school to enroll F and/or M visa students. In obtaining SEVP certification, a school makes a legally binding commitment to comply with certain federal laws, regulations, and DHS requirements.

For more information on approval requirements for a specific type of school or about F or M nonimmigrants, please visit our fact sheet on *Study in the States*.

You file this form in the Student and Exchange Visitor Information System, also known as SEVIS. For more information on which type of certification to apply for, click "Learn More" in chapter one on your right.

This is the Form I-17 in SEVIS. School officials must submit this form to SEVP to petition for school certification to enroll F and/or M visa students. School officials must complete the form in SEVIS. Please note that this tutorial will zoom on individual fields and additional important information.

Please note that you have four options at the bottom of each page of the Form I-17.

These buttons are important because you need to use them to complete the form:

- Save Draft
- Reset Values
- Next
- Print I-17 Form

Chapter Two: Page One of the Form I-17

You will start on page one of the Form I-17 to complete fields one through five, which ask for information about the type of nonimmigrant students you want to enroll, the full name of your school and main instructional site, mailing address, telephone and fax numbers, and school ownership.

In **field 1**, select the type of nonimmigrant classification, based on the programs of study you are petitioning for certification. Remember that F visas are for students in academic or language programs and M visas are for students in vocational or technical programs. You may select both options if you have programs of study that encompass both F and M classifications.

In **field 2**, enter the full, legal name of your school. Do not use abbreviations.

In **field 2a**, enter the full name of your main instructional site (previously termed “campus”), which is the school’s primary instructional site. For most schools, it is the location of the principal administration offices. Often, the answers for fields 2 and 2a are the same.

In **field 3**, enter the school’s mailing address, main telephone number and fax number. The mailing address is that of your main instructional site and may include a P.O. Box number.

Input the location of the main instructional site of your school in **Field 4**. This must be a physical location and cannot include a P.O. Box number.

Choose your type of school in **Field 5**, depending on the general nature of school ownership. Choose public or private. If your school is privately owned, you must state the name and address of the owner of the school. If a board of trustees or directors governs the school, enter the name of the board in the Private School Owner Name field. Do not enter personal names.

You have reached the bottom of the first page. You may save your draft, reset the fields to start over, move on to the next page or print the form.

Chapter Three: Page Two of the Form I-17

On page two of the Form I-17, you will complete fields six through 12. These fields ask for information about the programs you are seeking certification for, calendar systems, session start dates, school establishment, operating agencies, and accreditation.

For **field 6**, only select the programs for which your school is petitioning for certification for. School types to choose from include the following:

- Private elementary/middle school (K-8) and/or high school (9-12)
 - If this is your school type, do not select boxes 5-8. They relate to post-secondary programs.
- Public high school (9-12)
 - If this is your school type, do not select boxes 5-8. They relate to post-secondary programs.
- Vocational or technical education (other than high school), including a community college, junior college or other school which provides vocational or technical training
- Flight training
 - Only select this field if the school engages in flight training (i.e., pilot training and not airplane maintenance training or related operations that do not involve flight training) and the school must be fully FAA Part 141 or 142 certified (not just provisional).
 - If your school is FAA Part 141, only mark flight training
 - If your school is FAA Part 142, you are not engaged in the actual flying of an aircraft and should mark this field vocational or technical education and other, where you should input “FAA 142 Training Center.”
 - If your school is FAA Part 141 and Part 142, select vocational or technical education, flight training and other, where you should input “FAA 142 Training Center.”
 - Select the box “Higher Education” if the school is engaged in aviation-related higher education, as well as flight training.
- Language training includes English language training/programs that have accreditation from a nationally recognized accrediting body, in which you are issuing a degree and/or certificate.
- Higher education (issuing one or more of the following degrees: associate, bachelor’s, master’s, doctorate or professional degrees).

It is important to note that you cannot petition for certification for K-12 and post-secondary programs with English as a second language programs on the same petition.

For more information, please visit our fact sheet.

In **field 7**, specify the calendar system of your school’s sessions: semesters, trimesters, quarters, or another schedule.

In **field 8**, enter the dates that each session begins within one entire calendar year. We understand that these dates change. Please enter your best estimate to when the sessions will begin.

Field 9 asks for the date that your school was established. Be sure to include the month, day and year using the MM/DD/YYYY format.

This cannot be a date in the future. Your school must be established and already engaged in instruction to be eligible for SEVP certification.

Field 10 asks for the federal, state, local or other operating agency under which your school is authorized. Enter only the state educational oversight body under which your school is authorized (i.e., licensed). Do not abbreviate or leave this section blank. If your school is exempt, you will need to type exempt and the name of the state body.

In **field 11**, if your school holds nationally recognized accreditation, enter the full name of the accrediting body. "Nationally recognized" means those accrediting bodies recognized by the U.S. Department of Education.

If your school is not accredited by a nationally recognized body, please enter "none."

If you are an official at a flight school, you must also enter the school's FAA Part 141 or 142 certification and Air Agency Certificate number, with expiration date, in this field. Make sure to also include the text "FAA Part 141 and/or 142" in this field.

For more information on SEVP identified accrediting bodies specifically for K-12 schools, please visit www.ice.gov.

In **field 12**, select all programs of study that your school is seeking certification for. Be specific. Only selected the language box if you are petitioning to be SEVP certified for ESL programs of study. Schools that are FAA Part 141 should mark flight training and schools that are FAA Part 142 should mark vocational or technical education.

You have reached the bottom of the page. You may save your draft, reset the fields to start over, move on to the next page or print the form.

Chapter Four: Page Three of the Form I-17

On page three of the Form I-17, you will complete fields 13 through 22. Prepare information about your school's educational objectives, class schedules, admissions requirements, courses of study you want certified, graduation requirements, causes for expulsion, average numbers of students, faculty, and staff, annual cost, and previous certification petitions.

For **field 13**, identify the educational objective of all programs of study in which your school is seeking certification.

- For post-secondary schools select all degrees that your school intends to confer to F and/or M students who successfully complete a program of study.
- If the educational objective of a program of study in which your school intends to enroll F and/or M students is a certificate, select "other" and enter "certificate." Specify the area for each program of study certificate you intend to offer in field 17.
- For high schools, select "other" and enter "high school diploma" or a similar appropriate description.

For **field 14**, leave drop-down options blank that do not apply to your school. Only enter answers into the fields that pertain to your school's educational level and/or program(s) of study. For example, if your school is a college or university, leave blank the fields that pertain to elementary or secondary schools.

Please note that, "The school is/is not engaged in English language training," only applies to ESL schools/programs accredited by a nationally-recognized accrediting body. Only use this dropdown if you are petitioning to be SEVP-certified and issue Forms I-20 for a standalone ESL program.

Field 15 asks when classes are held at your school (i.e., day or night). You may select both if both times apply to your school's class schedule.

For the following fields (16-19), please be sure to view the accompanying fact sheet for more information on how specific school types should fill-in each one. The text blocks are limited. Provide necessary information, but be concise.

Field 16 asks for your admissions requirements. It is not sufficient to indicate a website or "see catalogue." Enter your answer in full.

If you are a public school, include a statement acknowledging that F students must make the payment of the unsubsidized per capita cost of education.

In **Field 17**, list specifics for the programs of study for which your school is seeking SEVP certification to enroll F or M students.

- If you are a public high school include a statement acknowledging that an F student may only attend one year and only enroll in grades 9-12.
- For private elementary/middle and/or high schools, list each grade level for which you are applying for certification and the amount of time it takes to complete each grade level.
- For post-secondary academic programs, list all of the programs of study for which you are petitioning for certification and the time it takes to complete each program in weeks, months, years, or clock hours
- For non-degree related programs or English language training programs, list the hours per week of instruction and the total hours/weeks required to complete the program.
- For flight training schools, list each course of study/rating for which your school is petitioning to enroll M students and the time necessary to complete each course in weeks, months or years.

It is not sufficient to indicate a website or “see catalogue.” Enter your answer in full. This field has a limit of 500 characters, so be as concise in your answer as possible.

Field 18 asks for graduation requirements. It is not sufficient to indicate a website or “see catalogue.” Enter your answer in full.

Field 19 asks the causes for expulsion. It is not sufficient to indicate a website or “see catalogue.” Enter your answer in full.

Field 20 asks for the current, average annual number of classes, students, teachers or instructors and non-teaching employees for the entire school, not just those that will be related to the expected F and/or M student population.

For **field 21**, enter the total approximate annual cost, including room, board, tuition and other fees that an F or M student can expect while attending your school, including local, state, and federal funding. Do not include a decimal point in this number. Round the cost up to the nearest dollar.

Public high schools should include the dollar amount of the unsubsidized per capita cost of education.

Field 22 asks “Have you ever applied for approval of school for attendance by nonimmigrant students before?” Select one of the following responses:

- No - if the school has never submitted the petition to the former Immigration and Naturalization Service (INS) or to SEVP.
- Yes - if your school was previously approved by the INS to enroll F and/or M students and let that approval lapse. Enter your INS school code.
- Yes - if your school had its SEVP certification withdrawn or was denied certification or recertification. Enter the previously SEVP-assigned school code.

Chapter Five: Adding School Officials

The next step in filling out the Form I-17 is to add information about school employees who you are nominating as designated school officials, including principal designated school officials. Page four of the form allows you to add new or existing officials. To add an official, select “add new official.”

You will see a screen where you can add information on each new nominee. Enter the school official’s legal first and last name by first inputting the last name and then first name and do not include nicknames. Next, input their citizenship information, school title, work address (including city, state and ZIP code), telephone number and e-mail address.

Once you have entered and reviewed all of the nominee information, select “add official” again to add this school official to your application.

Once you have added the new DSO nominee, SEVIS will return you to the previous screen. If you have properly added the school official, you will see the nominee’s information on this screen.

To add a current SEVIS user to the application, select “add existing official.” Existing school officials are DSOs who have a SEVIS ID and are currently associated with another school or program, and that you are nominating to be DSOs at your school.

You will see a new screen. You must enter the existing school official’s SEVIS user name and select “search official.” Once you select search, you will see the information of the existing official on the screen. If you want to add this official, select “add official.”

Once you have added an existing official, SEVIS will return you to the previous screen. You will now see this school official’s information on the screen.

Once you have finished adding information about school officials to your application, select “next” to move on to the next portion of the application.

Chapter Six: Adding Instructional Sites

In the next portion of the Form I-17, you need to add your school's additional instructional sites. The page will already display your school's main location. First, select the "officials" link under the "command" column to assign roles to school officials for your main instructional site.

Once you have selected "accept changes," SEVIS will return you to the previous page. To add additional instructional sites, select "add new campus."

You will now see a new screen titled "Add New Campus." To add an instructional site correctly, you must enter all required information.

Once you have entered the information, select "add campus."

You will now see the campus information screen. You should be able to see your newly added instructional site on this page. In the command column, you can update the information, delete the location or add school officials.

Remember that you must select "Officials" in the command column to assign officials to each instructional site before submitting the application.

Once you select "officials," SEVIS will display a new screen for "assigning campus officials." For each school official you must select either "PDSO" or "DSO." Remember that there must be one PDSO listed per instructional site and you may have multiple DSOs.

Once you have assigned roles to school officials for this instructional site, select "accept changes."

Once you have completed this section, you will select "submit" to officially submit your petition

Chapter Seven: Submitting the Form I-17

SEVIS transmits the Form I-17 to SEVP when you select the “Submit” option at the end of the data entry process. Once you select “submit” your petition will be locked and you cannot make any changes.

Once you select “Submit,” SEVIS will display a screen confirming your application submission. Here, you can view your application, print your application or visit pay.gov to pay the filing and site visit fees.

Please note that SEVP will not adjudicate any petition that is not accompanied by the electronic submission of all required supporting documents.

This concludes the Form I-17 Tutorial. For more information, read our fact sheet on Study in the States at studyinthestates.dhs.gov/i-17-tutorial.